

## Main Features of an Email Window

### Menu Bar

The menu bar contains a list of options to manage and customize email. Using the View menu, you can change the display of the email client window. For example, you can sort email messages (most recent messages, by sender, by unread messages, and more) and show/hide toolbars.

### Toolbar

Toolbars may be customized to display most commonly used tools.

### INBOX

The INBOX displays a list of received messages. Each **message header** shows you who sent the mail, the subject line, the time and date it was sent, and at times, the size of the message.

### Preview Pane

Click a message header once to preview a message without opening it. Many email clients let you show, hide, or resize the folder list and panes.

## The Email Message Window -- Sending a New Message

Use the **email message window** to **compose** and **send** email messages.

### To send a new message:

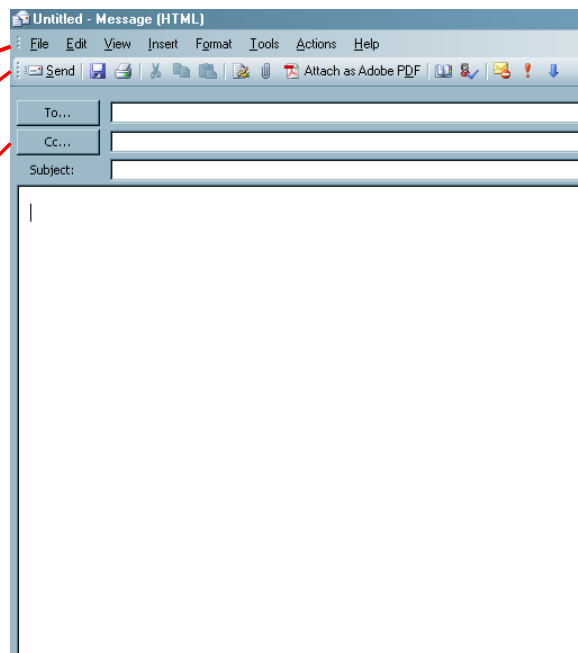
Once you've opened your email client's window, click the **New Mail** button.



The **email message window** appears.

Look for a **menu bar** and **toolbar** to help compose and format your message.

Below the menu bar and toolbar, there are several **fields**. These fields may include **To**, **CC**, **BCC**, **Subject**, and the **message body area**.



## To and From

In the email message window, type the **recipient's email address** in the **To:** field. This tells the email server where to send the email message.



To... john.doe@ky.gov

The person who is composing the email is called a **sender**. When the **recipient** receives a message, a **message header** (sender's email information, subject line, and time received, usually) appears in the recipients INBOX.

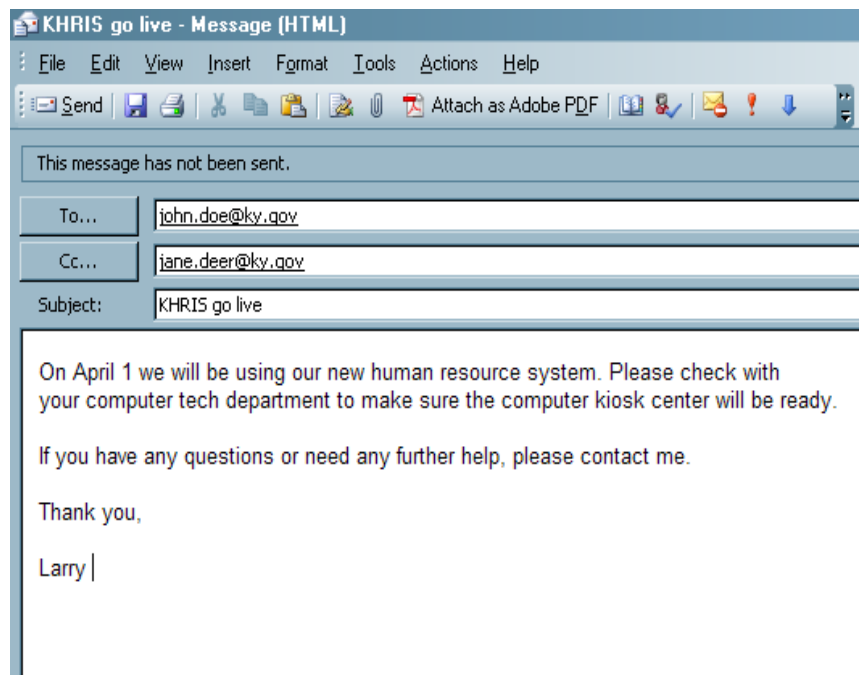
Inbox				
	From	Subject	Received	Size
	Meredith, Sissy (P...	RE: Computer/KHRIS cheat sheets	Wed 2/4/2009 1:04 PM	29 KB
	Meredith, Sissy (P...	Today's Staff Meeting: Follow up	Mon 1/26/2009 4:32 PM	162 KB
	Meredith, Sissy (P...	RE: KHRIS T&E information: Communications to Training Liaisons	Wed 1/21/2009 8:16 AM	37 KB
	Clemens, Catrice ...	FW: request for printing	Tue 1/20/2009 2:49 PM	707 KB
	Meredith, Sissy (P...	FW: Additional T&E Parking Lot Questions	Fri 1/16/2009 8:23 AM	19 KB

Message header

## The Subject Line and Body of the Message

When sending an email, the sender has the option to write a **subject line**. When the recipient checks their email, the subject line appears in the message header. Make sure your subject line describes the topic of your email message. A well-written subject line helps recipients prioritize their email responses.

The **body** of the email message is typed directly into the large blank space (message area). Most email clients support cut, copy, and paste functions, so you don't need to retype information needlessly.



KHRIS go live - Message (HTML)

File Edit View Insert Format Tools Actions Help

Send Attach as Adobe PDF

This message has not been sent.

To... john.doe@ky.gov

Cc... jane.deer@ky.gov

Subject: KHRIS go live

On April 1 we will be using our new human resource system. Please check with your computer tech department to make sure the computer kiosk center will be ready.

If you have any questions or need any further help, please contact me.

Thank you,

Larry

## Send and Receive

Now that you can compose a new email message, you'll want to **send** your message. That's easy; just click the **Send** button.